

# HAWAII STATE ETHICS COMMISSION

## INSTRUCTIONS FOR FILING ORGANIZATION'S OR INDIVIDUAL'S EXPENDITURES AND CONTRIBUTIONS REPORT (FORM ORG)

(To be filed by organizations, employing organizations and individuals  
other than registered lobbyists)

**Name and Address:** Report the name and address of the person who is responsible for filing this form. This person will be contacted if there are any questions about the filing.

### Part I. Total Expenditures

In this section, report all expenditures made for the purpose of lobbying. Note that lobbyists, organizations, and employing organizations all file separate expenditures statements.

**If you are filing as an "employing organization:"** An "employing organization" is an organization that has been retained by an individual or organization to handle that individual's or organization's lobbying efforts. The organization so retained then designates one of its employees to do the actual lobbying. This employee is, then, a lobbyist. The organization is termed the "employing organization" because it is the lobbyist's immediate employer. An example of an "employing organization" is a law firm whose client has retained the law firm to lobby on behalf of the client. The law firm designates an attorney in the firm to do the lobbying. The law firm is the "employing organization" because it is the immediate employer of the attorney. If you are filing the Organization's Form (FORM ORG) for an "employing organization," do not report expenditures for which you are reimbursed by the individual or organization on whose behalf you are lobbying. Also, do not report expenditures that are paid for by the individual or organization on whose behalf you are lobbying. The individual or organization must file a separate Organization's Form (FORM ORG) disclosing those expenditures. For example, if a corporation hires a law firm to lobby on its behalf, and the law firm spends \$1000 on advertising and then bills the corporation for this expenditure, then the corporation must report the expenditure rather than the law firm.

**IMPORTANT:** Filers should keep in mind that state employees, officials, and legislators are governed by a code of ethics that may restrict their acceptance of gifts or other benefits. For more information see the Hawaii State Ethics Commission publication, "Gifts and the State Ethics Code."

### Categories of Expenditures

1. Preparation and distribution of lobbying materials. Report expenses for printing, copying, and production of video and audio tapes, etc. Do not include the costs of printing or copying testimony and exhibits for a legislative or administrative hearing.
2. Media advertising. Report expenditures for newspaper advertisements or television and radio commercials, etc. If you hire a public relations firm for media advertising, then report here the amount paid to the firm that is attributable to media advertising. Fees charged by the firm should be reported under the category Fees (other than to lobbyists).
3. Telephone and other forms of telecommunications. Report expenditures for the use of telephone, facsimile, etc.
4. Postage. Report postage expenses.
5. Compensation paid to lobbyists. Report the total fees or compensation that you paid for lobbying services. If you paid a fee to an employing organization for the services of lobbyists, then report that fee here. If employees of your organization lobby on behalf of the organization, then report the pro rata portion of the salaries paid to the employees.

6. Fees (other than to lobbyists). Report fees other than those paid to registered lobbyists. Also report fees or compensation paid to those who lobby but who are not registered lobbyists.
7. Entertainment. Report entertainment expenses for the purpose of lobbying.
8. Food and beverages. Report food and beverage expenses for the purpose of lobbying.
9. Gifts. Report the value of gifts given for the purpose of lobbying, including gifts given to foster good will for the purpose of lobbying.
10. Loans. Report the amounts of all loans and forgiveness of loans made for a lobbying purpose.
11. Other disbursements. Report all other distributions, disbursements, and expenses incurred for the purpose of lobbying.

### **Compensation Paid to Lobbyists**

Report the name and address of each of your lobbyists and the fees or compensation paid to each lobbyist for lobbying services.

### **Expenses of \$25 or More Per Person Per Day**

In this section, report the name and address of each person with respect to whom expenditures for the purpose of lobbying in the total sum of \$25 or more per day were made by the filer and the amount or value of such expenditures. Do not report fees or compensation paid to lobbyists in this section.

### **Aggregate Expenditures of \$150 or More Per Person**

In this section, report the name and address of each person with respect to whom expenditures for the purpose of lobbying in the aggregate of \$150 or more were made by the filer during the statement period and the amount or value of such expenditures. Do not report fees or compensation paid to lobbyists in this section.

## **Part II. Contributions Received**

In this section, report the name and address of each person making contributions to the filer for the purpose of lobbying in the sum of \$25 or more during the statement period and the amount or value of such contributions. For example, if a member of your organization contributes \$100 for a lobbying effort, then you must report the \$100 as a contribution in this section.

## **Part III. Subject Areas of Lobbying**

Check off the subject area(s) in which you lobbied during the statement period.

## **Certification**

An authorized person must sign and date this form. The form must be filed with the Hawaii State Ethics Commission with an original signature in place.